

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION

16

May 4, 2004

FROM: ED KIECZYKOWSKI, County Librarian
Library

SUBJECT: AGREEMENT WITH RIVERSIDE COUNTY LIBRARY TO SHARE AUTOMATED
CIRCULATION SYSTEM

RECOMMENDATION: Approve agreement with Riverside County Library (Riverside) to share an automated circulation system for library materials, from May 4, 2004 through June 30, 2007.

BACKGROUND INFORMATION: Approval of this agreement will enable the San Bernardino County Library (San Bernardino) and Riverside to jointly upgrade their automated circulation systems with major funding from a State Library grant to the Inland Library System (ILS).

The San Bernardino County Library and Riverside utilize the same circulation system vendor, Sirsi Corporation, which is based in St. Louis, Missouri. The current system version is considered outdated and a State Library grant to ILS in the amount of \$259,000, has made an upgrade possible at significantly reduced costs to both library systems.

Under the proposed Agreement, Riverside will coordinate the upgrade with Sirsi and negotiate terms acceptable to San Bernardino. Riverside will house the primary server and negotiate an agreement with Riverside County Information Services Department for maintenance, and will provide network access to San Bernardino by means of a Virtual Private Network (VPN) connection. San Bernardino will participate in any negotiations related to the Agreement and will have full access to all services provided by the circulation system. San Bernardino will retain the privilege of setting its own policies related to patron registration and notification, materials collections policies and loan policies.

Costs of the upgrade shall be shared equally by Riverside and San Bernardino, following application of the ILS grant funding. Total upgrade and initial contract year costs, for both systems include \$368,544 for purchase of software, hardware, installation and training services; \$90,000 for use of I-Bistro, a service that provides library patrons access to an additional database of material related to books such as reviews, summaries, author biographies, cover images and annotations; \$94,456 in Sirsi license fees; \$23,760 server maintenance charges, for a total of \$576,760. Applying the allowable portion of the grant, \$249,500, to this amount leaves a total first-year cost to be shared by San Bernardino and Riverside of \$327,260, with San Bernardino's share being approximately \$163,630, to which would be added an additional \$8,438 to continue San Bernardino's telephone notification service, which Riverside does not participate in, for a total San Bernardino cost of approximately \$172,068.

Record of Action of the Board of Supervisors

16

AGREEMENT WITH RIVERSIDE COUNTY**Page 2 of 2**

This \$172,068 would be partially offset in the first year by an approximate \$110,000 savings in maintenance costs and licensing fees associated with the current version of the automated circulation system. It is anticipated that San Bernardino would use these savings to purchase PC patron scheduling and print control software that will increase patron self-sufficiency, reduce staff interaction and more accurately collect public printing charges. The total approximate annual cost of the upgraded system to San Bernardino beginning in the second year of the Agreement would be approximately \$107,000 compared to the current estimated annual cost of approximately \$110,000.

Library services would be significantly enhanced and costs reduced as a result of the upgraded circulation system. The current version is based on a Virtual Memory System (VMS) operating system considered obsolete, and requiring regular service by a specialized programmer in the Information Services Department. It also requires specialized programming by a Library staff member to prepare statistical reports such as circulation records, borrower reports, revenues received, etc. In addition, San Bernardino patrons' requests for Riverside materials must now be submitted via e-mail and be subject to staff handling at several points. The upgraded version is a Unix-based operating system and would make possible report preparation without technical programming or special access permissions; a branch library could create its own reports without additional administrative staff intervention. In addition, library patrons in either jurisdiction will be able to directly request materials and have them sent to their home branch just as is currently possible with loans between San Bernardino branches, increasing patron self-sufficiency. This increased borrowing facility is anticipated to result in increased revenues of approximately \$10,000 annually over the current approximate \$3,700 accrued from California State Library reimbursements to inter-library lenders at approximately \$3.00 per item lent.

The term of the proposed Agreement is May 1, 2004 through June 30, 2007 with the possibility of two (2) one-year periods. At the end of the agreement period the Agreement would be renegotiated in light of existing technology and alternatives. Should it be determined at that time to be in the best interests of the San Bernardino to terminate the Agreement, the only significant cost would be acquisition of a separate server, currently estimated to cost approximately \$50,000, which would be partially offset by reimbursement terms in the Agreement.

REVIEW AND APPROVAL BY OTHERS: This agreement was reviewed as to legal form by County Counsel (Dawn Stafford, Deputy County Counsel, 387-5471) on April 26, 2004, and the County Administrative Office, (Tom Forster, Administrative Analyst, 387-4635) on April 26, 2004.

FINANCIAL IMPACT: The San Bernardino County Library's share of installation and first-year costs of \$172,068 are available from a fund accumulated towards a system upgrade, which has a current cash balance of \$172,900. On-going costs would be less than those of the current system. It is estimated that State reimbursement to San Bernardino for lending materials to other library systems would increase by a minimum of approximately \$10,000 over the current annual amount of approximately \$3,700.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this item, concurs with the Department's proposal and recommends this action because an upgraded automated circulation system would significantly enhance services for library patrons by ensuring that access to materials is more readily available. Also the ongoing cost of maintaining the upgraded system would be approximately \$3,000 less per year than the current version, and the proposed system is expected to generate a minimum of an additional \$10,000 per year in revenue through lending materials to other library systems.

SUPERVISORIAL DISTRICT(S): All.

PRESENTER: Ed Kieczkowski, 387-5721